



## Policy 5.14 Public Records

Adopted by Library Board of Trustees: 07/28/2016

### 1. Purpose.

In order to support transparency, provide for efficient and thorough access to the Library's public records, insure compliance with Washington State RCW 42.56 Public Records, commonly known as the Public Records Act, and protect public records from damage and disorganization, this policy establishes the North Olympic Library System's policy with regard to public records and public records requests.

### 2. Scope.

"Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the Library regardless of physical form or characteristics. NOLS' public records are available for public inspection and duplication, except as otherwise provided by RCW 42.56.001 – 42.56.904. Requests for inspection or duplication of NOLS public records will be administered in accordance with NOLS' Public Records Procedural Guidelines.

### 3. Policy.

The Library Director, or designee, is authorized to make available for public inspection and copying all non-exempt public records of the North Olympic Library System.

Any request for access to the Library's public records shall be immediately referred to the Library Director and handled according to NOLS Public Records Request Procedural Guidelines.

The Library's Public Records Request Procedural Guidelines may be revised from time to time at the discretion of the Library Director.

References: [Public Records Procedural Guidelines](#)  
[Public Records Request Form-Word Document](#)  
[Public Records Request Form-PDF](#)